

Retirement Plans Committee

***Administrative Services Building (ASB)
Large Conference Room (3rd Floor)
301 East Olive Avenue***

**Wednesday, August 22, 2012
1:30 p.m.**

This agenda contains a summary of each item of business which the Retirement Plans Committee (Committee) may discuss or act on at this meeting. The agenda packet consisting of the staff reports and all other documentation relating to each item on this agenda are on file in the Financial Services Department – Payroll Division located at 301 East Olive Avenue 2nd Floor, and will be posted on the City's website at www.burbankusa.com. Any writings or documents provided to the Committee regarding any item on this agenda subsequent to distribution of the agenda packet will be made available for public inspection in the Financial Services Department – Payroll Division during normal business hours. If you have a question about any matter on the agenda, please call the Financial Services Department at (818) 238-5500. The facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

AGENDA

ROLL CALL:

PUBLIC COMMENT: These comments will be limited to five minutes.

RESPONSE TO PUBLIC COMMENT:

APPROVAL OF MINUTES:

OLD BUSINESS:

NEW BUSINESS:

1. Letter to the Committee from the Burbank Police Officers Association (BPOA):

The BPOA has submitted a letter requesting the Committee allow employees to purchase individual stock and ETF purchases in the Deferred Compensation Plan.

2. Committee Compliance With Brown Act:

The Retirement Plans Committee will now be following the procedures of the Brown Act, including noticing to the public and opening for public comment.

Recommendation: Staff recommends the Committee elect a Chair and Co-Chair to lead the Committee meetings.

3. Investment Review from Hewitt EnnisKnupp, Inc:

Quarterly review of the Deferred Compensation Plan.

4. Quarterly Report from ICMA-RC:

Quarterly updated from ICMA-RC representatives.

5. Future Items to be reported on by staff:

- RFP for consulting services
- Investment Policy Statement

ADJOURNMENT